

## Refund of tuition fee

In accordance with Section 12 of the Ordinance on Application Fees and Tuition Fees, the University may refund the whole or a part of the tuition fee if a student has paid the tuition fee but is no longer liable to payment in accordance with Section 5 of the Ordinance on Application Fees and Tuition Fees. The refund shall relate to the part of the study programme for which the student is not liable to payment.

The tuition fee can be refunded, on written application from the student, in cases where the student can verify (where appropriate with a certificate) that one of the following reasons is applicable:

- That the tuition fee has been paid erroneously,
- That the student has acquired a change of status and thereby is no longer liable to payment,
- That the student has not or has no longer been granted a residence permit in Sweden,
- That the student has paid the fee too late in the semester, when the student no longer has the right to commence the course or study programme. In normal cases the rule is that the student has access to the course or study programme during the registration period – unless otherwise notified by the School.
- That the student has submitted an application of approved leave from studies within three weeks of commencement of the course or study programme,
- That the student has withdrawn from the course or study programme within three weeks of its commencement, or
- That the student has received a credit transfer for the course to be read.
- That the student is awarded a scholarship

A student requesting a refund of tuition fees shall apply for this on a form available at [www.mdu.se](http://www.mdu.se). The Vice-Chancellor's delegation makes clear who takes decisions on refunds. Decisions to refund, or to reject all or part of the application for a refund, may not be appealed against pursuant to Chapter 12, Sections 2 and 4 of the Higher Education Ordinance (Högskoleförordningen).

An administrative fee of 3000 SEK will be charged to the student and will be deducted from the refunded tuition fee.

## Application for refund of tuition fee

First name	Surname
Birth date (YYMMDD-XXXX)	Telephone number
Email	Application number on universityadmissions.se/antagning.se
Address	Postal code, city and country
Name of programme or course you request refund of tuition fee for	
Reasons for applying for a refund: (where appropriate with a certificate) <ul style="list-style-type: none"> <li><input type="checkbox"/> Tuition fee has been paid erroneously.</li> <li><input type="checkbox"/> No longer liable of payment because change of status.</li> <li><input type="checkbox"/> Not granted a residence permit in Sweden.</li> <li><input type="checkbox"/> Paid the fee too late to start the studies.</li> <li><input type="checkbox"/> Non-completion within three weeks of commencement of the course or study programme</li> <li><input type="checkbox"/> Withdraws from the course or study programme within three weeks of its commencement</li> <li><input type="checkbox"/> Received a credit transfer for the course to be studied.</li> <li><input type="checkbox"/> Awarded a scholarship.</li> </ul>	

### Information about bank account

I am requesting refund of the tuition fee to the following bank account or credit/debit card (please use block letters):

*Please note that the recipient is liable for any bank charges.*

*Mälardalen University will only refund the tuition fee to the same bank account or credit/debit card from which the payment originally was made.*

Bank name	Bank address
Name of the account/card holder	
Adress	Postal code, city and country
Bank account number (if tuition fee was paid by bank transfer)	Last 4 digits on credit/debit card (only if tuition fee was paid by card)
BIC/SWIFT code	IBAN code (only European banks)
Space for additional information	

**Please also enclose a certified copy of your passport with your application for refund.**

Submit the complete application to the Division of Admissions and Degrees:

Email: [antagningen@mdu.se](mailto:antagningen@mdu.se)

Postal address: Mälardalen University, Box 325, 631 05 Eskilstuna, Sweden